



Amendment to Binding Element Application

Louisville Metro Planning & Design Services

Case No.: _____ Intake Staff: _____

Date: _____ Fee: _____

Once complete, please bring the application and supporting documentation to Planning and Design Services, 444 South 5th Street, Suite 300. For more information, call (502) 574-6230 or visit <http://www.louisvilleky.gov/PlanningDesign>.

Note: This application is not required in conjunction with an application for a District Development Plan.

Project Information:

Project Description (e.g.,
retail center and office
development, etc.):

Project Name:

Primary Project Address:

Additional Address(es):

Primary Parcel ID:

Additional Parcel ID(s):

of Residential Units:

Commercial Square Footage:

Proposed Use:

Existing Use:

Existing Zoning District:

Existing Form District:

Deed Book(s) / Page Numbers²:

The subject property contains _____ acres. Number of Adjoining Property Owners:

Has the property been the subject of a previous development proposal (e.g., rezoning, variance, appeal, conditional use permit, minor plat, etc.)? *This information can be found in the Land Development Report (Related Cases)*¹ ☐ Yes ☐ No

If yes, please list the docket/case numbers:

Docket/Case #:

Docket/Case #:

Docket/Case #:

Docket/Case #:

Contact Information:

Owner: ☐ *Check if primary contact*

Name: _____

Company: _____

Address: _____

City: _____ State: _____ Zip: _____

Primary Phone: _____

Alternate Phone: _____

Email: _____

Owner Signature (required): _____

Applicant: ☐ *Check if primary contact*

Name: _____

Company: _____

Address: _____

City: _____ State: _____ Zip: _____

Primary Phone: _____

Alternate Phone: _____

Email: _____

Attorney: ☐ *Check if primary contact*

Name: _____

Company: _____

Address: _____

City: _____ State: _____ Zip: _____

Primary Phone: _____

Alternate Phone: _____

Email: _____

Plan prepared by: ☐ *Check if primary contact*

Name: _____

Company: _____

Address: _____

City: _____ State: _____ Zip: _____

Primary Phone: _____

Alternate Phone: _____

Email: _____

Certification Statement: A certification statement **must be submitted** with any application in which the owner(s) of the subject property is (are) a limited liability company, corporation, partnership, association, trustee, etc., or if someone other than the owner(s) of record sign(s) the application.

I, _____, in my capacity as _____, hereby
representative/authorized agent/other

certify that _____ is (are) the owner(s) of the property which
name of LLC / corporation / partnership / association / etc.

is the subject of this application and that I am authorized to sign this application on behalf of the owner(s).

Signature: _____ Date: _____

I understand that knowingly providing false information on this application may result in any action taken hereon being declared null and void. I further understand that pursuant to KRS 523.010, et seq. knowingly making a material false statement, or otherwise providing false information with the intent to mislead a public servant in the performance of his/her duty is punishable as a Class B misdemeanor.

Binding Element Amendment Justification:

In order to justify approval of any amendments to binding elements, the Planning Commission considers the following criteria. Please answer all of the following items. Use additional sheets if needed. A response of yes, no, or N/A is not acceptable.

1. **Are there any natural resources on the property, including trees and other living vegetation, steep slopes, water courses, flood plains, soils, air quality, scenic views, and historic sites? And are these natural resources being preserved?**

2. **Is safe and efficient vehicular and pedestrian transportation provided both within the development and the community?**

3. **Is sufficient open space (scenic and recreational) to meet the needs of the proposed development being provided?**

4. **Are provisions for adequate drainage facilities provided on the subject site in order to prevent drainage problems from occurring on the subject site or within the community?**

5. **Is the overall site design (location of buildings, parking lots, screening, landscaping) and land use or uses compatible with the existing and projected future development of the area?**

6. **Is the proposal in conformance with the Comprehensive Plan and Land Development Code?**

Please submit the completed application along with the following items:

Project application and description

- ☐ Land Development Report¹
- ☐ Letter of explanation for the amendment to binding element

Mailing labels to notify Adjoining Property Owners (APOs)³

For applications that are not staff approvable:

- ☐ One set of mailing label sheets for: 1st tier APOs; those listed on the application; and individuals who provided oral or written testimony in support or opposition of previous rezoning of the site
- ☐ One copy of the APO mailing label sheets

Fee (Cash, charge or check made payable to the Department of Codes & Regulations)

- ☐ Application Fee: \$ 160.00
Clerk's Fee: \$ 25.50
(If two or more applications are submitted simultaneously for the same site, only one Clerk's Fee is required.)
- ☐ Notice Fee: \$1 per Adjoining Property Owner
(Not required for applications that are staff approvable, or for any case filed under the same case number with a Rezoning or Conditional Use Permit.)

Resources:

1. Detailed instructions to obtain a Land Development Report are available online at: <http://www.louisvilleky.gov/PlanningDesign/IWantTo/Find+a+Zoning+District.htm>
2. Deeds and plats can be found at the Jefferson County Clerk's Office, located at the 2nd floor of Metro Hall (527 West Jefferson Street, telephone: 502-574-6220). Many deeds, plats and other records are available online at: <http://www.landrecords.jcc.ky.gov/records/S0Search.html>
3. Property ownership information can be found at the Property Valuation Administrator (PVA) office at 531 Court Place, Suite 504. Instructions to obtain APO information: <http://www.louisvilleky.gov/PlanningDesign/APO>